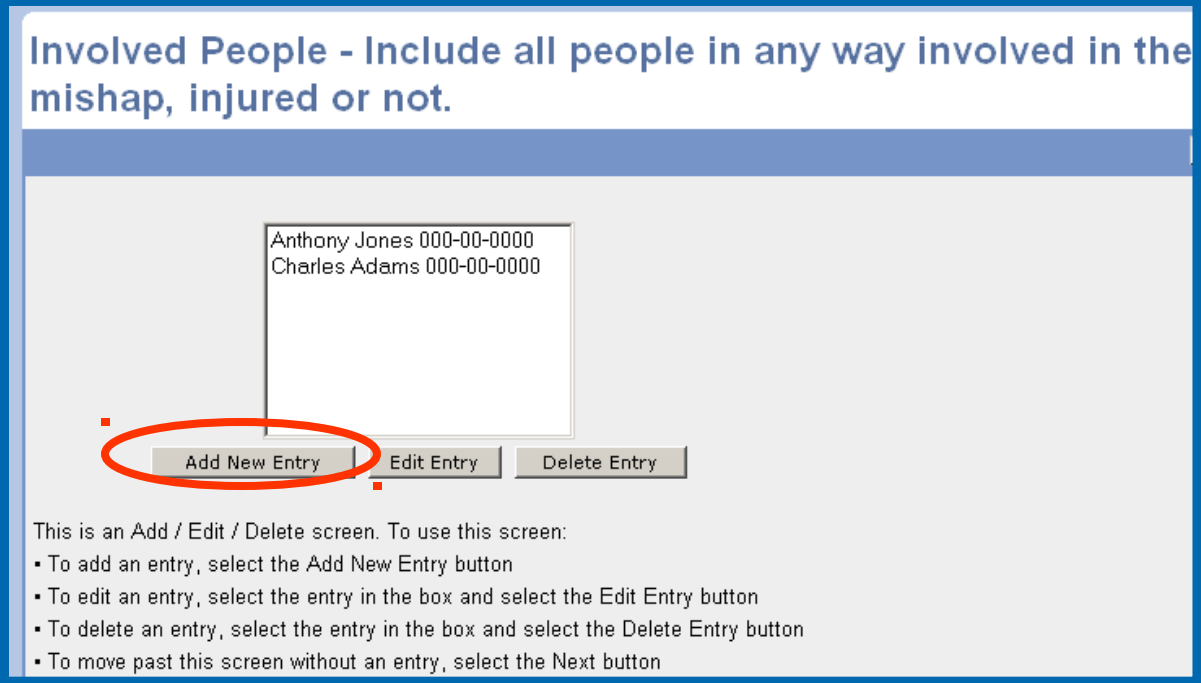
NAVIGATING THROUGH WESS

- **ADD/EDIT/DELETE**
- **SEARCH**
- **CHECK BOXES**

WESS Multiple-Entry Features

- ☑ In some mishap events there may be multiple people and pieces of equipment involved, perhaps from different activities, at different locations, and a variety of circumstances.
  - Customers will be asked for the UIC/RUC/MCC of each POC, person, location, involved activity, and piece of equipment.
  - This ensures all aspects of a complex mishap event are captured.
  - With that level of detail we can account for one mishap event yet pull data on each involved person, property and activity.
- ☑ To capture these “multiple” circumstances WESS uses AED or Add/Edit/Delete screens.

"Add / Edit / Delete" Functions

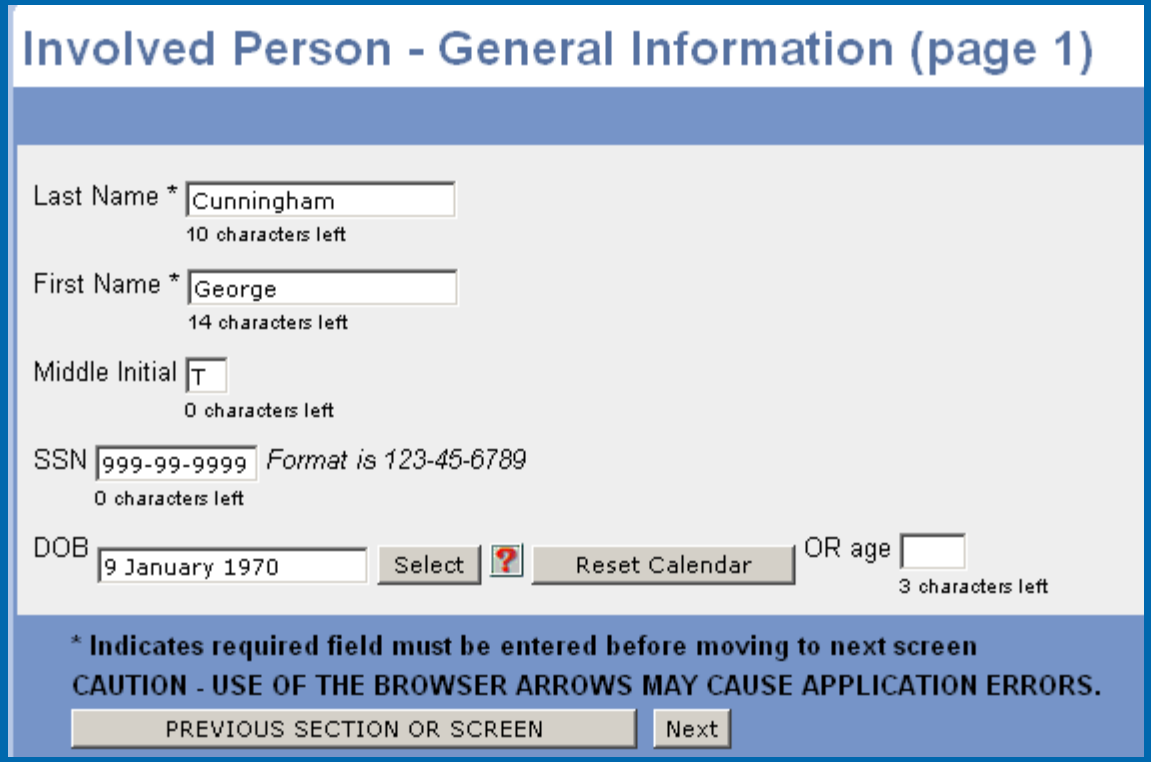

Involved People - Include all people in any way involved in the mishap, injured or not.
Anthony Jones 000-00-0000
Charles Adams 000-00-0000
Add New Entry
Edit Entry
Delete Entry
This is an Add / Edit / Delete screen. To use this screen:
▪ To add an entry, select the Add New Entry button
▪ To edit an entry, select the entry in the box and select the Edit Entry button
▪ To delete an entry, select the entry in the box and select the Delete Entry button
▪ To move past this screen without an entry, select the Next button

At left, A Typical "Add/Edit/Delete" Screen is Shown.

In this example, a third injured person is to be added to this event report.

Click the "Add New Entry" Button. A new Involved Person – General Information screen will immediately appear

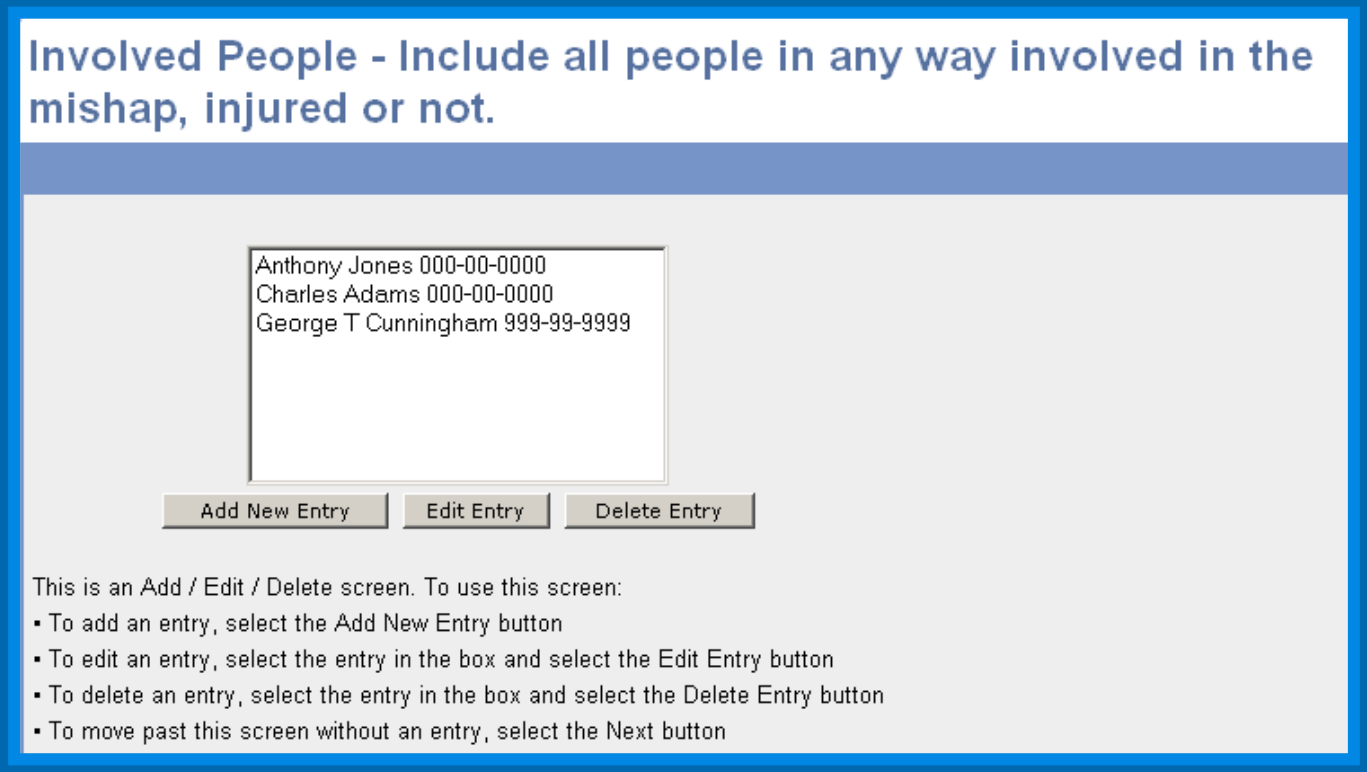
“ADD” Data Function


Involved Person - General Information (page 1)
Last Name * Cunningham
10 characters left
First Name * George
14 characters left
Middle Initial T
0 characters left
SSN 999-99-9999 Format is 123-45-6789
0 characters left
DOB 9 January 1970 Select Reset Calendar OR age
3 characters left
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
PREVIOUS SECTION OR SCREEN
Next

Required Fields are identified with Asterisks.

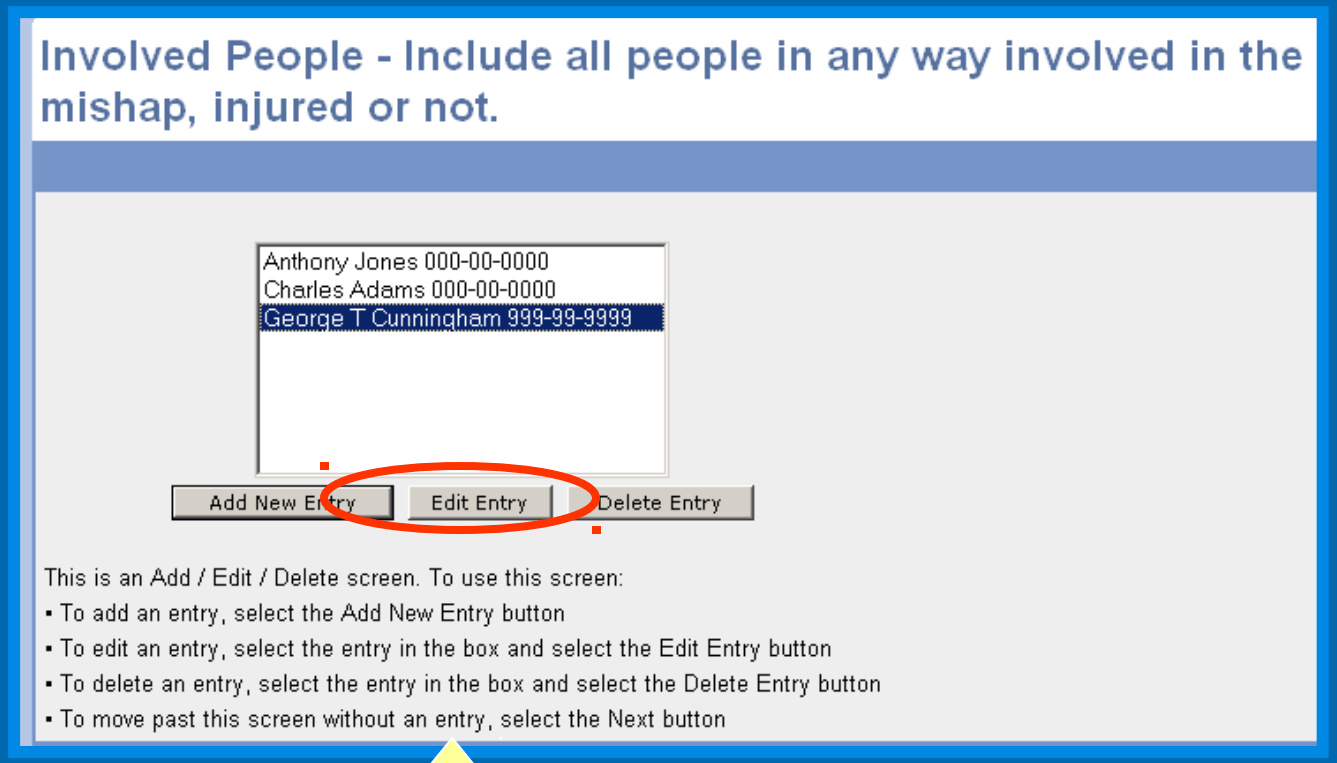
WESS will ask for entry of additional information re: specific identifiers, injury, etc. relevant to this individual in subsequent screens when the user selects the next button. However these screens will be shown in a subsequent training presentation.

“ADD” Data Function


Involved People - Include all people in any way involved in the mishap, injured or not.
Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999
Add New Entry
Edit Entry
Delete Entry
This is an Add / Edit / Delete screen. To use this screen:
• To add an entry, select the Add New Entry button
• To edit an entry, select the entry in the box and select the Edit Entry button
• To delete an entry, select the entry in the box and select the Delete Entry button
• To move past this screen without an entry, select the Next button

The new personnel entry is now displayed.

“EDIT” Data Function

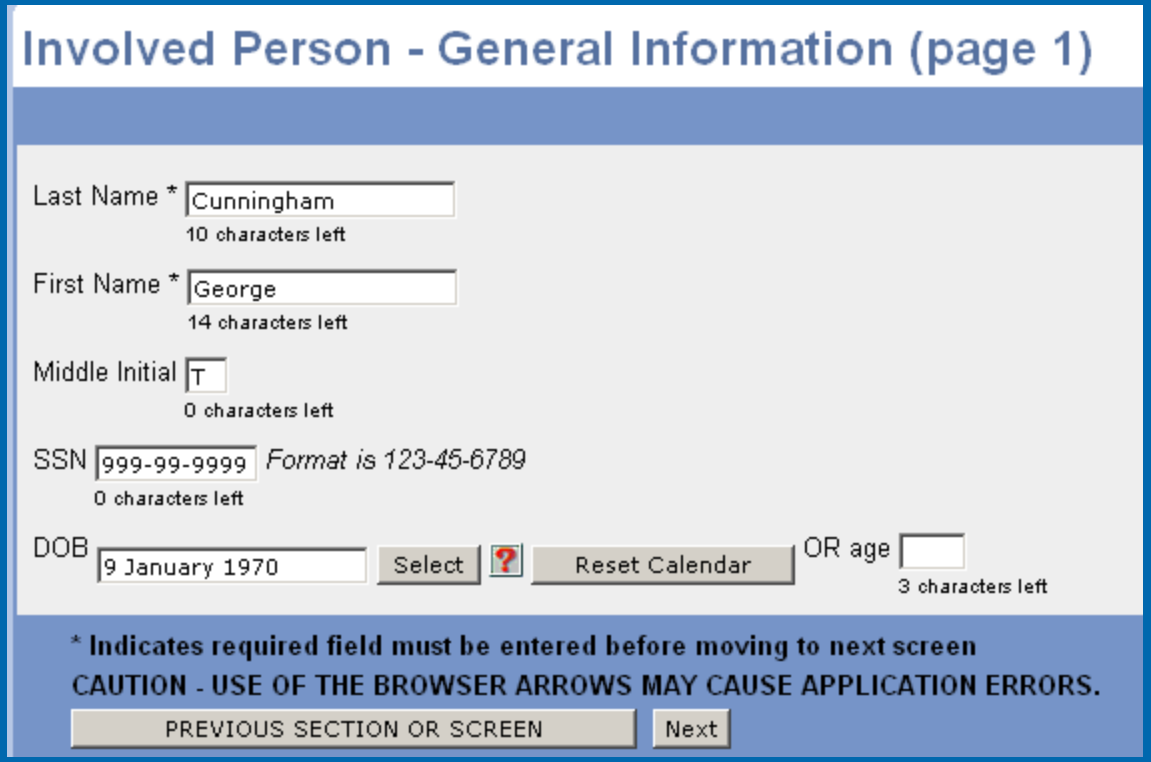

Involved People - Include all people in any way involved in the mishap, injured or not.
Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999
Add New Entry
Edit Entry
Delete Entry
This is an Add / Edit / Delete screen. To use this screen:
• To add an entry, select the Add New Entry button
• To edit an entry, select the entry in the box and select the Edit Entry button
• To delete an entry, select the entry in the box and select the Delete Entry button
• To move past this screen without an entry, select the Next button

To Edit a previous entry, simply highlight the item

And Click on the “Edit Entry” button.

In this example, the next screen, Personnel Information, will immediately appear.

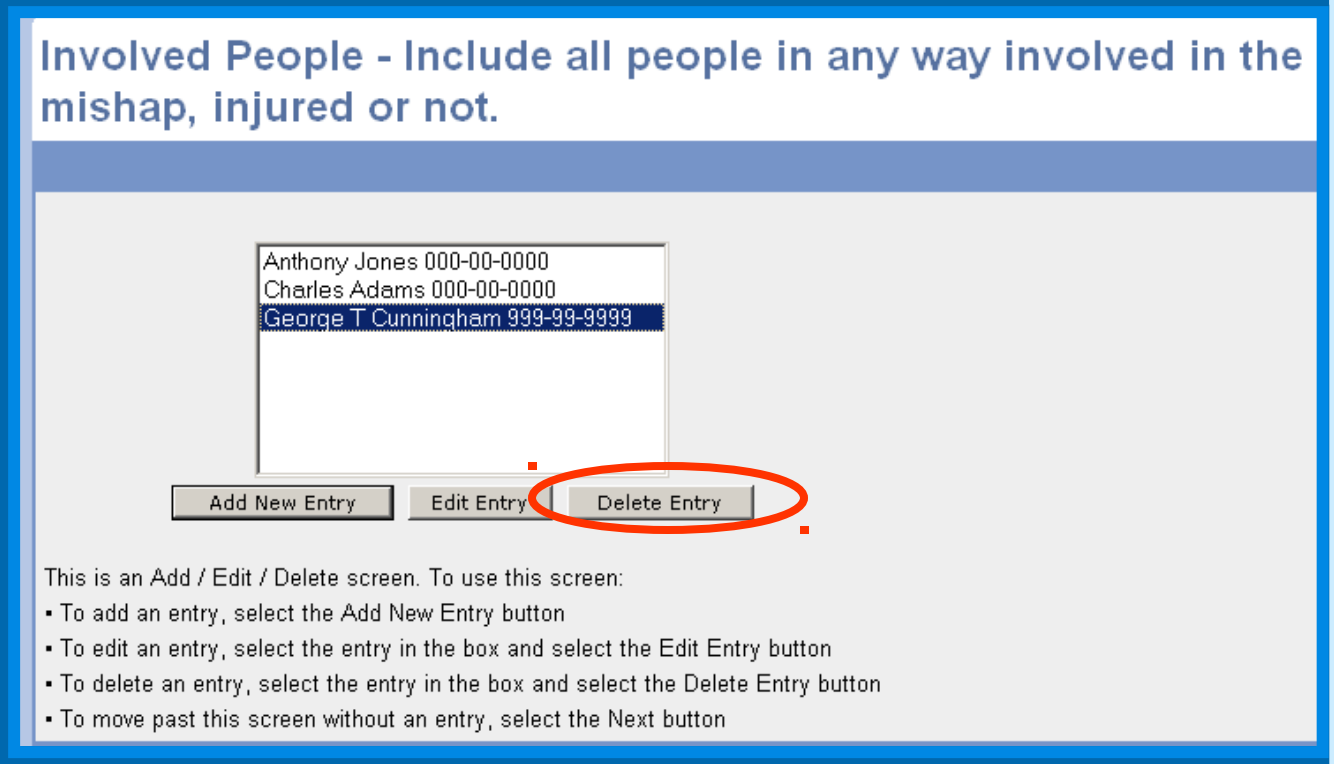
“EDIT” Data Function


Involved Person - General Information (page 1)
Last Name * Cunningham
10 characters left
First Name * George
14 characters left
Middle Initial T
0 characters left
SSN 999-99-9999 Format is 123-45-6789
0 characters left
DOB 9 January 1970 Select Reset Calendar
OR age
3 characters left
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
PREVIOUS SECTION OR SCREEN
Next

Make any Changes needed in the data fields.

Click “Next” to edit any additional data for this individual

“DELETE” Data Function


Involved People - Include all people in any way involved in the mishap, injured or not.
Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999
Add New Entry
Edit Entry
Delete Entry
This is an Add / Edit / Delete screen. To use this screen:
• To add an entry, select the Add New Entry button
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• To delete an entry, select the entry in the box and select the Delete Entry button
• To move past this screen without an entry, select the Next button

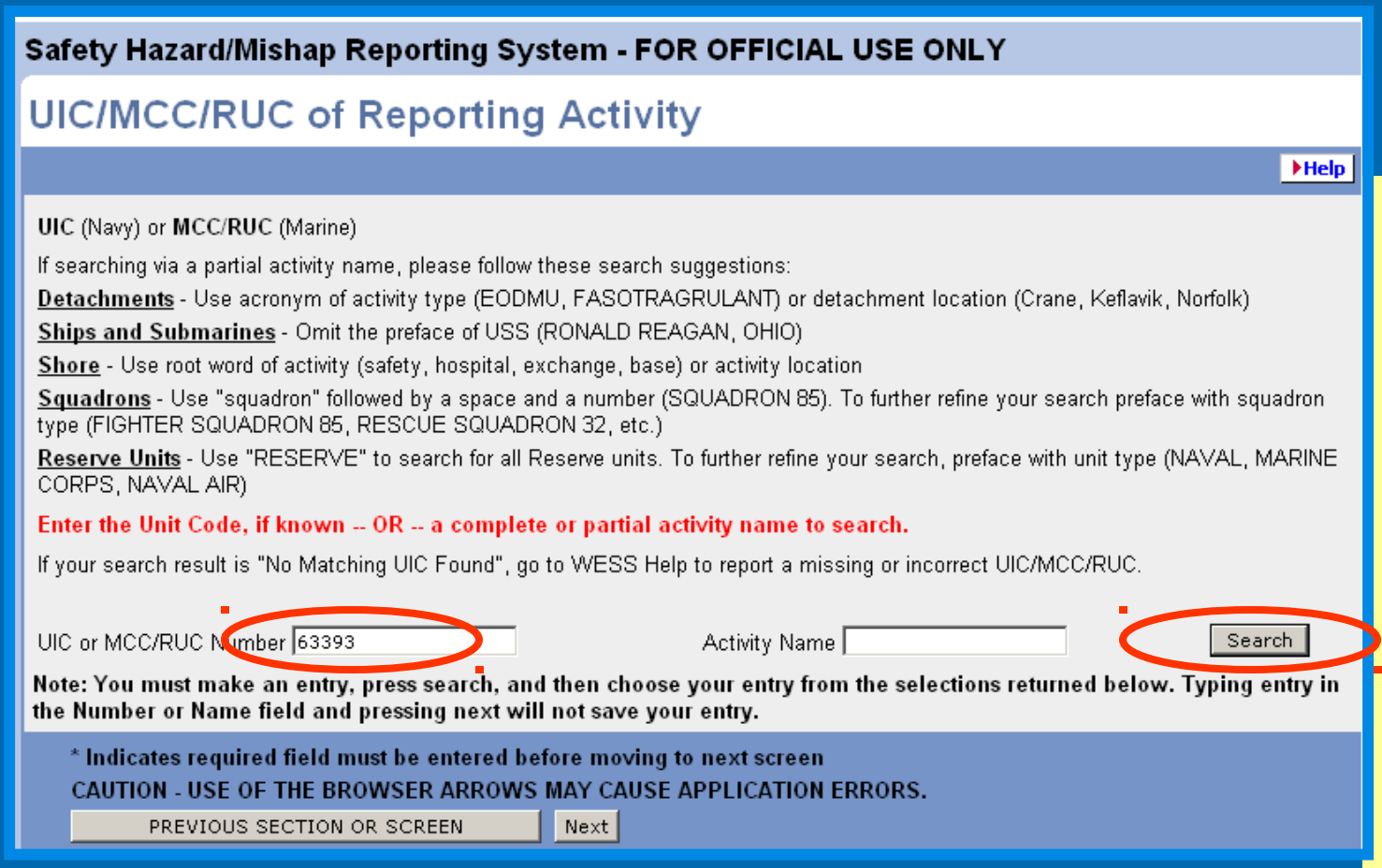
If an entry in a list requires deletion, simply click on the item to highlight it.

Then Click the “Delete Entry” button.

The Screen will no longer display the entry AND

All other data in the event report associated with the deleted entry is also

Using the “Search” Function

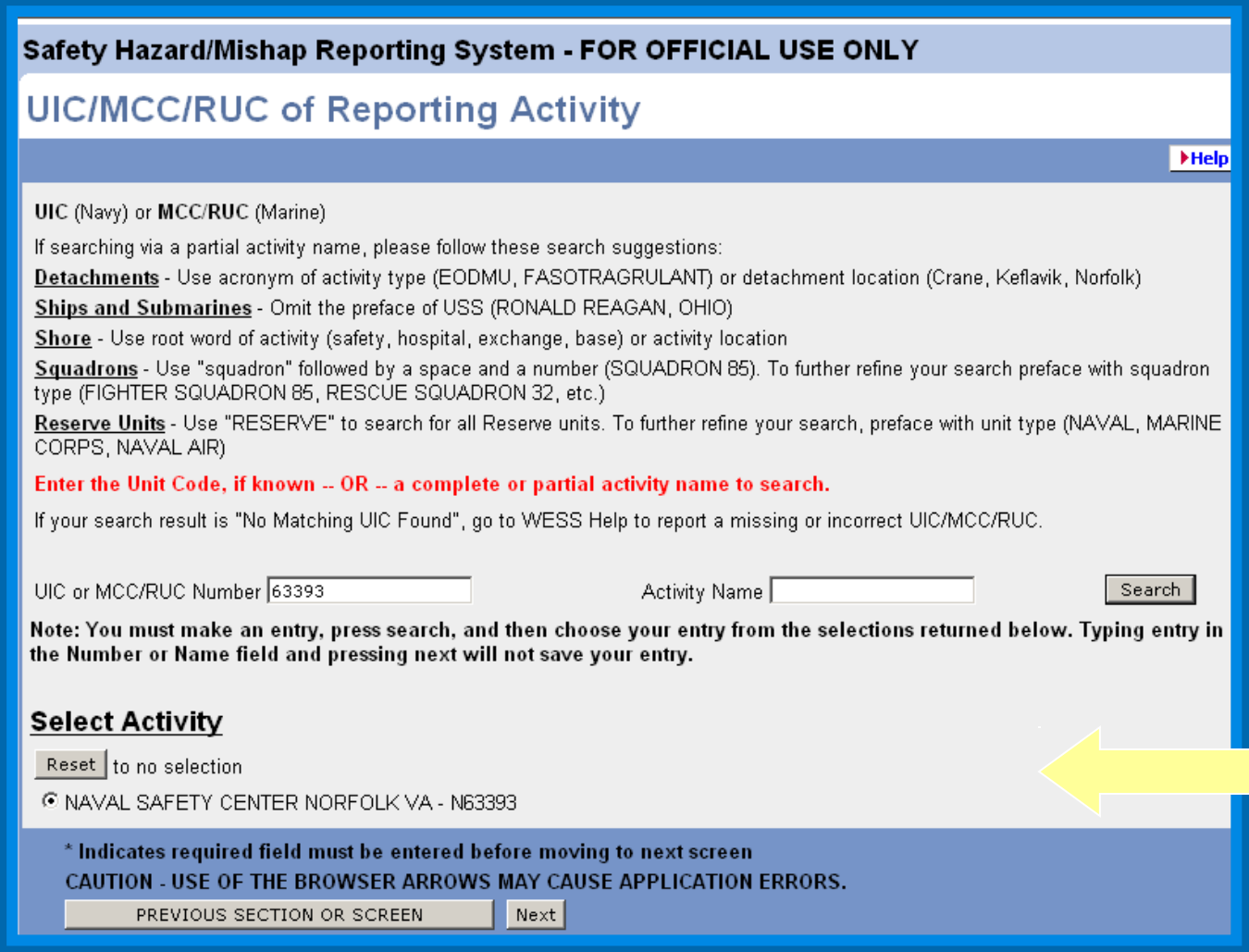

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
UIC/MCC/RUC of Reporting Activity
Help
UIC (Navy) or MCC/RUC (Marine)
If searching via a partial activity name, please follow these search suggestions:
Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)
Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)
Shore - Use root word of activity (safety, hospital, exchange, base) or activity location
Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)
Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)
Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.
If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.
UIC or MCC/RUC Number 63393
Activity Name
Search
Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
PREVIOUS SECTION OR SCREEN
Next

For Example,

To Search for a UIC, enter either the numeric code or Activity name, short title or name fragment.

Click “Search”

“Search” Results


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
UIC/MCC/RUC of Reporting Activity
Help
UIC (Navy) or MCC/RUC (Marine)
If searching via a partial activity name, please follow these search suggestions:
Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)
Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)
Shore - Use root word of activity (safety, hospital, exchange, base) or activity location
Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)
Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)
Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.
If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.
UIC or MCC/RUC Number 63393
Activity Name
Search
Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.
Select Activity
Reset to no selection
NAVAL SAFETY CENTER NORFOLK VA - N63393
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
PREVIOUS SECTION OR SCREEN
Next

WESS will search for the information you entered and compile a list of corresponding Command Names or UIC/MCC/RUCs.

Click on the bubble adjacent to your selection, and

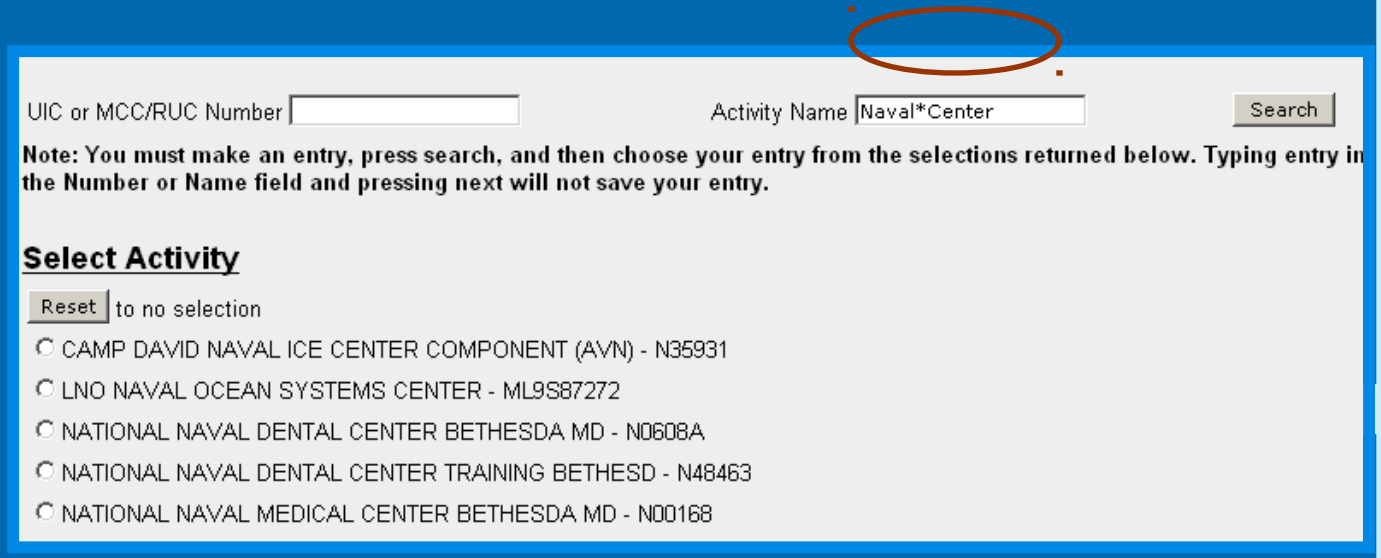
Click “Next”

Sample "Search" By Command Name

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and

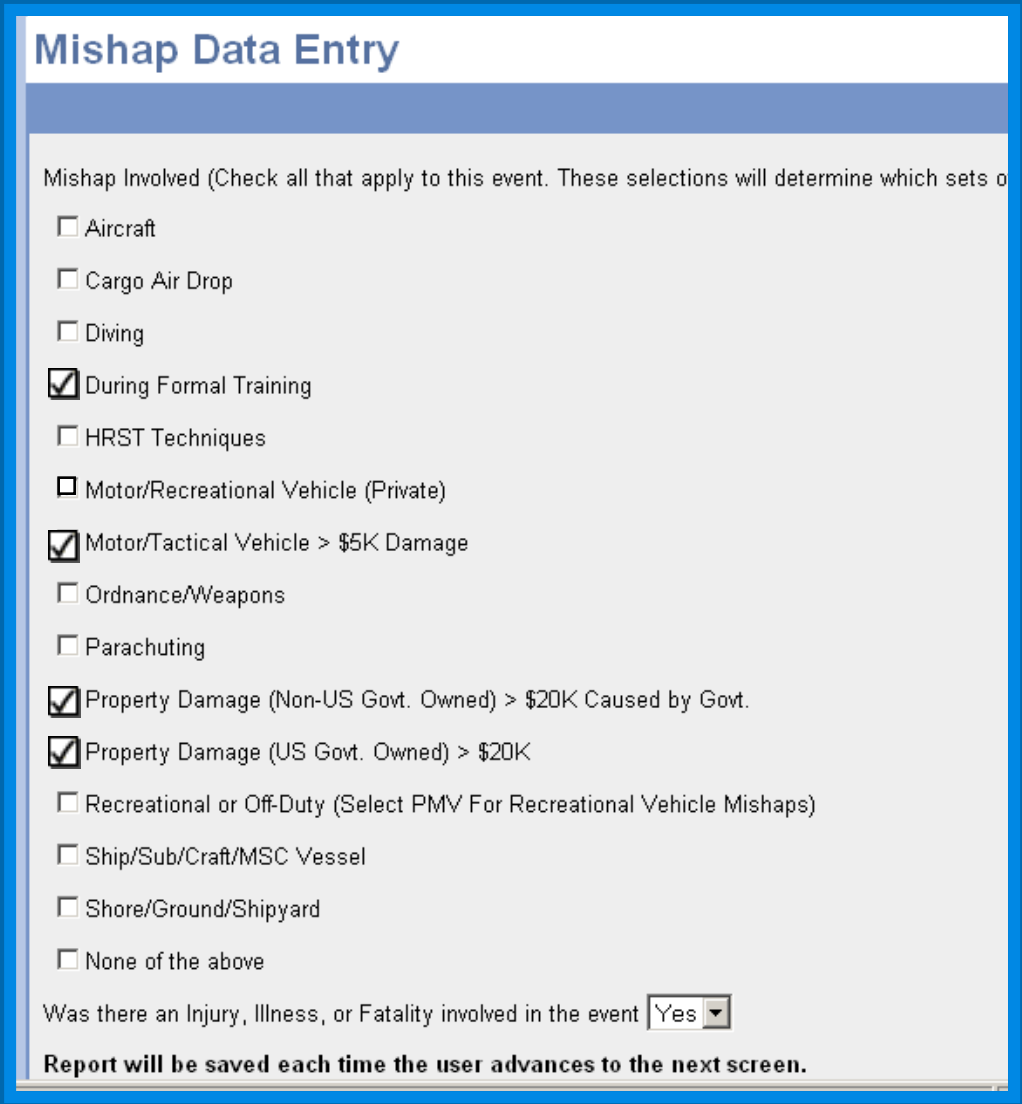
Click "Next"


UIC or MCC/RUC Number
Activity Name
Naval*Center
Search
Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.
Select Activity
Reset
to no selection
CAMP DAVID NAVAL ICE CENTER COMPONENT (AVN) - N35931
LNO NAVAL OCEAN SYSTEMS CENTER - ML9S87272
NATIONAL NAVAL DENTAL CENTER BETHESDA MD - N0608A
NATIONAL NAVAL DENTAL CENTER TRAINING BETHESD - N48463
NATIONAL NAVAL MEDICAL CENTER BETHESDA MD - N00168

Search Tip: The asterisk (*) Wild Card is Useful when searching by text. Note that "Naval Center" locates only commands having those exact words in sequence, e.g. "Naval Center for Excellence".

"Naval*Center" locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval

☑ "Check Boxes"


Mishap Data Entry
Mishap Involved (Check all that apply to this event. These selections will determine which sets o
Aircraft
Cargo Air Drop
Diving
During Formal Training
HRST Techniques
Motor/Recreational Vehicle (Private)
Motor/Tactical Vehicle > $5K Damage
Ordnance/Weapons
Parachuting
Property Damage (Non-US Govt. Owned) > $20K Caused by Govt.
Property Damage (US Govt. Owned) > $20K
Recreational or Off-Duty (Select PMV For Recreational Vehicle Mishaps)
Ship/Sub/Craft/MSC Vessel
Shore/Ground/Shipyard
None of the above
Was there an Injury, Illness, or Fatality involved in the event Yes
Report will be saved each time the user advances to the next screen.

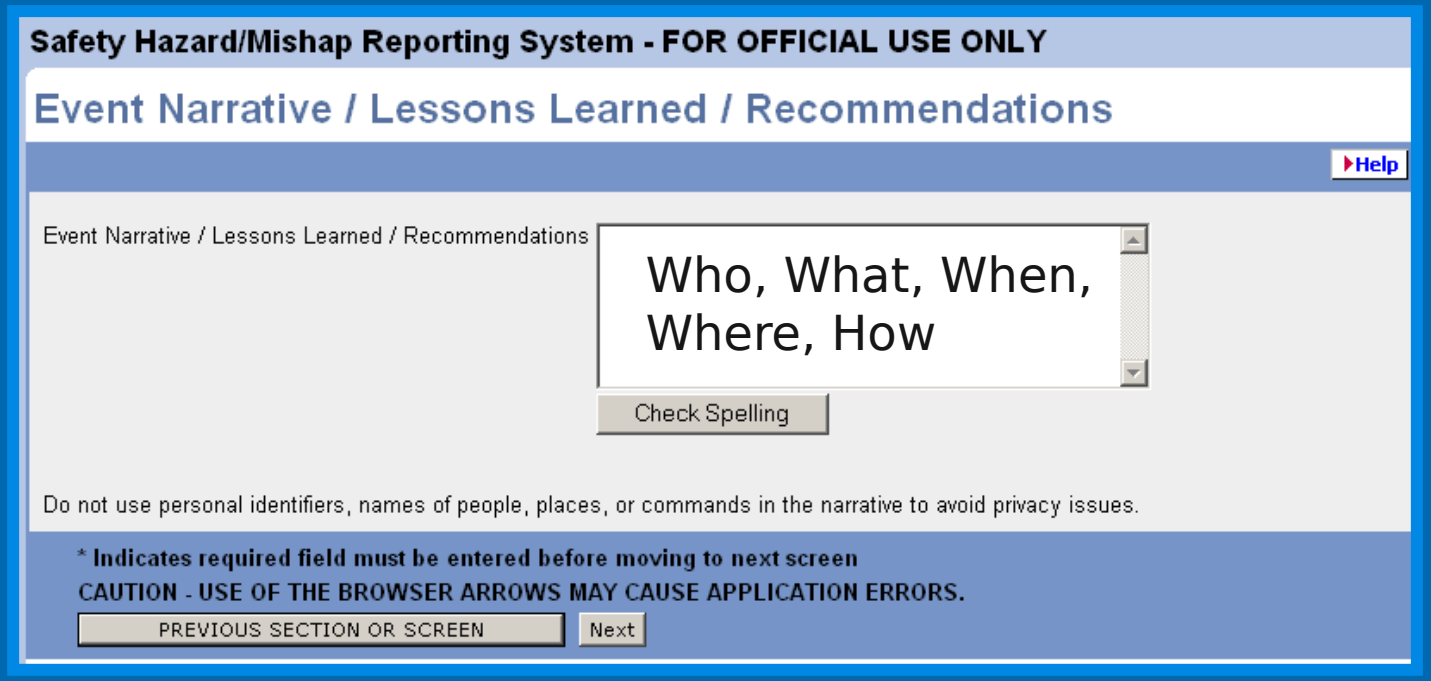
Check Boxes are often used when selecting from a list of properties that are NOT mutually exclusive.

Always Check All That Apply.

Mishap Example

A Heavy Equipment Operator in a Training Course collides with a $30K privately owned SUV, sending it over an embankment. Note that at least 4 separate selections apply at left.

Narrative Data Entries


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
Event Narrative / Lessons Learned / Recommendations
Help
Event Narrative / Lessons Learned / Recommendations
Who, What, When, Where, How
Check Spelling
Do not use personal identifiers, names of people, places, or commands in the narrative to avoid privacy issues.
* Indicates required field must be entered before moving to next screen
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Next

Describe the circumstances or chain of events that resulted in the mishap.

Narrative Fields are not restricted in size, unless indicated.

The Narrative should contain any Lessons Learned, as well as Recommendations for Corrective Action or Prevention.

Narratives must NOT contain Privileged information, or personnel identifiers, e.g. Name, SSN, etc, subject to the Privacy Act.